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Governor

Talauega E.V. Ale
Lieutenant Governor



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DHR Director

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Deputy Director,
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AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: Legal Assistant I		Posting Date: December 2 2022	Serial No.: 332-22
Department/Division: Legal Affairs/ AG Office		Closing Date: December 16, 2022	Announcement No.: 161-22
Type of Position: Permanent Appointment	Posting Type: Employment Opportunity/ Open to Public	Pay Grade and Salary Range: GS 12/ \$13,773 - \$32,623 p.a.	

General Description:

The Legal will work to improve our service to the public by providing vital case management assistance, maintain client relations and direct client assistance. Legal Assistant I will be supervised by the applicable division chief/supervisor.

Key Duties and Responsibilities:

- Investigate case facts to ensure the consideration of all relevant information;
- Compiling legal information and referral resources
- Develop written statements
- Conducting client intake and meeting with clients
- Researching legal questions and drafting memoranda for existing and potential cases
- Collect and record information shared by witnesses with confidentiality
- Keep witnesses informed by maintaining contact and communicating case progress
- Researching and drafting policy advocacy documents
- Tract and organize files from case documents to facilitate and availability to attorneys
- Provide administrative support to Assistant Attorneys General

Knowledge, Skills and Ability:

- Must have the highest levels of initiative, creativity and good judgment
- Must have excellent research, writing, analytical and communication skills
- Must be well-organized, self-directed, and able to complete multiple tasks in a timely and efficient manner
- Must have computer literacy and satisfactory knowledge of daily operations of a legal office
- Must be familiarity with laws, legal procedures and protocols and the court system
- Must have commitment to actively work in alignment with other social, racial and economic justice movements
- Must be proficient in the Samoan Language

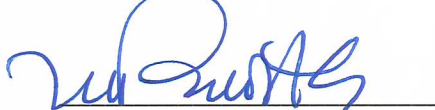
This is an Equal Employment Opportunity Employer

Academic and Experience Requirements:

- Applicant must have a Master's degree in related field from an accredited school plus one (1) year of work related experience OR
- Bachelor's degree in a related field from an accredited school plus three (3) years of work related experience, one (1) year of which at a supervisory capacity
- Years of progressively responsible working experience may be substituted for portion of the academic requirement
- Salary will be adjusted according to experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, **or please contact the Recruitment unit at 633-4485/633-4000.**

Fa'afetai tele,



Lynn Pulou-Alaimalo
Director, Department of Human Resources